STATEWIDE INFORMATION TECHNOLOGY WHITE PAPER

White paper: Information Technology Resource Planning and Development Cycle

Effective Date: September 15, 2006

Replaces and Supercedes: Not applicable.

I. Purpose

The purpose of this white paper is to provide a high-level overview of the Information Technology Resource and Planning and Development Cycle (ITRC) The ITRC show the integration between the planning process, the budgeting process and the management of projects and procurements for the State of Montana.

This white paper is provided for informational purposes only. Comments, questions and suggestion are welcome and may be directed to the contact information provided below.

II. Definition(s)

Refer to the Statewide IT Policies and Standards Glossary for a complete list of definitions.

III. Closing

For questions or comments on this white paper, e-mail ITpolicy@mt.gov, or, contact the Information Technology Services Division at:

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IV. Cross-Reference Guide (use if needed)

V. Administrative Use

History Log	
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Change and Review Contact:	ITPolicy@mt.gov
Review:	Event Review: Any event affecting this white paper may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
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Information Technology Resource Planning and Development Cycle (ITRC)

July 15, 2006

C R E D I T S

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State of Montana Information Technology Resource Planning and Development Cycle

"It is the policy of the state that the development of information technology resources in the state must be conducted in an organized, deliberative, and cost-effective manner." (2-17-505 MCA)

The CIO must effectively coordinate information technology resource planning, budgeting and controlling activities for the state. To accomplish this, the CIO has established the State of Montana Information Technology Resource Planning and Development Cycle (ITRC). The ITRC will illustrate the decision-making, accountability and timeline structure that will guide the development of information technology resources in the state.

The ITRC structure integrates the planning process with the budgeting process and provides for proper planning and statewide prioritization before development. Once in development, proper methodologies are employed as well as continual monitoring at all levels. It is the intent that the ITRC:

Plan & Budget

Review & Prioritize

Implement & Control

- Strengthen IT/business unit working relationships
- Improve accountability for results
- Reduce enterprise risks/inefficiencies
- Enhance IT service quality and effectiveness
- Lead to a more efficient use of internal and external resources
- Attend to statutory/legal mandates necessary for funding approval and credibility
- Focus IT spending on business drivers, value, needs and priorities
- Facilitate effective project and contract management to ensure the success of IT projects
- Lead to lower IT complexity and greater enterprise systems integration
- Give rise to a more effective IT strategic planning process

The ITRC will be made up of Statewide IT Policies, Standards, Procedures and Guidelines. It will depict dependencies, relationships, documents, timelines and process flows, representing a coordinated and integrated approach to the enterprise planning and development of information technology resources. Such

an approach will enable the CIO, and agency IT managers to effectively manage the activities required to fulfill their organization's missions and goals.

| Strategic Planning Mission - Goals | Tactical Planning Objectives - Projects | Project Planning Methodologies - Tools | Monitor & Control Information - Accountability |

Montana Information Technology Resource Planning & Development Cycle

"It is the policy of the state that the development of information technology resources in the state must be conducted in an organized, deliberative, and cost-effective manner."

9-8-2006

January		July		January		July	January
Pre-legislative IT Plan	Legislative Session	Post-leg IT Implementation Plan	Major Projects	Monitor Strategic Progress Oversight			Development of Pre-Legislative IT Plan

Un-Funded/Un-Approved Initiatives Drop Into Planning for Next Cycle

Planning Begins for Next Cycle

Strategic Plan Development | **Strategic Plan Performance Management (Alignment)** | **Plan Development**

IT Planning Policy

- Strategic IT Plan
- Plan Revisions Per Session
- Final Strategic IT Plan
- Major Projects
- ITSD - OBPP Coordination
- Revised Plan
- **ITSD Work Plan**
- Business Case Development
- Enterprise Prioritization/ Budgeting
- Project Planning Enterprise Scheduling Planning, PM & Procurement Requirements

Strategic Performance Reporting
Strategic Alignment
Budget (OBPP)

IT Project/Dev. Policy

- Ongoing Project Management Data Collection & Reporting Training
- Project/Development Planning & Execution
- IT Project/ Development Policy
- Methodologies& Tools
- Approved Project Plan

IT Procurement Policy

- Ongoing Contract Management Contractor Assessment Data Collection & Reporting
- Procurement and Contract Management
- IT Procurement Policy
- Approved Procurement Plan

Monitor & Report

Left axis: Investment — Strategic; Project — Tactical; Procurement